



Training Opportunity

Course Title:	Leadership Education and Development (LEAD)
Date(s)/Time:	26- 30 Jan 2004 14-18 June 2004 0800 - 1700 Monday - Thursday 0800 - 1400 Friday
Location:	Ft. Benning, GA - Building 6, Classroom 225
Tuition:	No tuition charge Non-Ft Benning participants: Travel and per diem expenses are the responsibility of the participant's organization.
Vendor:	Ft. Benning
Course Manager:	Stephanie Carpenter at Ft Benning CPAC 706.545.2716 / dsn 835.2716 FAX dsn 835.3517 stephanie.carpenter@benning.army.mil
Cancellation Policy	Please contact course manager if you are required to cancel

Who Should Attend:

Attendance is mandatory for all first time supervisors of DA civilian employees.

First Priority: All new supervisors appointed within the past 12 months

Second Priority: Individuals who have been in supervisory positions for more than 12 months

Third Priority: Team leaders (GS and WG) as well as other employees with leadership potential as recommended by their immediate supervisor

Course Description:

The Leadership Education and Development (LEAD) course teaches supervisors how to assess their own effectiveness; assess employee and team effectiveness; motivate and influence employees; communicate effectively; conduct counseling; resolve conflicts; develop strategies to create fully functioning teams; make effective decisions; and explain the effect of values on individual and team effectiveness.

Registration Information:

Registration Deadline: Until Session is filled

Individuals should follow local procedures for gaining approval to attend this course.

Once approved, contact the course manager listed below by email to obtain a space in a specific session.

Applications **from non-Ft Benning employees** will be accepted beginning 4 weeks prior to each session. Applications will be accepted until the session is filled.

Additional Information:

- Individuals requiring special accommodations should notify the course manager at the time of registration.
- LEAD requires individual and group participation and interaction.
- Course completion is predicated on attendance at all training sessions and completion of all required homework.
- Because adults learn better by doing, the course is presented using the Experiential Learning Model and not the traditional classroom environment.
- **Dress:** Participants are encouraged to wear casual clothes (blue jeans, slacks, tennis shoes, etc) to facilitate comfortable participation in the numerous leadership exercises.

Updated Apr 03